

U.S. GOVERNMENT PRINTING OFFICE

St. Louis, MO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

BAT SCAN</Title>

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Air Force

Single Award

CONTRACT TERM: The term of this contract is for 1 year (base year) **beginning December 1, 2004, and ending November 30, 2005**, and 4 option year(s). Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Offers are due by **November 1, 2004 2 p.m.** prevailing St. Louis, MO time. Facsimile offers are acceptable (314-241-4154); telephone offers not accepted. Offerer must return two sets of the Schedule of Prices pages by facsimile or mail, bearing signatures, to: U.S. Government Printing Office, 1222 Spruce Street, Room 1.205, Saint Louis, MO 63103-2822.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 80-kilometer (50-mile) radius of Sioux City, Iowa.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Additional lesser changes are scattered throughout.

For information of a technical nature call Gina M. Reece at (314) 241-0349, ext. 17 (No collect calls), or e-mail greece@gpo.gov.

SECTION 1-- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- | | |
|--------------------------|------------|
| (a) Printing Attributes | Level III. |
| (b) Finishing Attributes | Level III. |

Inspection Levels (from ANSI/ASQC Z1.4):

- | | | |
|-----|-----------------------|---------------------------------|
| (a) | Non-destructive Tests | - General Inspection Level I. |
| (b) | Destructive Tests | - Special Inspection Level S-2. |

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	PDF
P-8. Halftone Match (single and double impression)	PDF
P-10. Process Color Match	PDF

Note: Portable Document Format (PDF)

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 4 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at award is not considered sufficient for performance required for any program year other than the first program year. When additional funds are available for the full requirements for the next succeeding program year, the Contracting Officer shall, not later than 60 calendar days before the expiration of the program year for which performance has been funded (unless a later day is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract. The Government is not obligated to the contractor for any amount over requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program year after the first unless and until written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program year for which funds have been made available.

If this contract is terminated under the "Termination for Convenience of the Government" clause, "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "Work in Process" in that clause means the work under the program year requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiyear requirements.

Notification to the contractor of an increase or decrease in the funds available for performance of the contract under another clause (e.g. the "Option" or "Changes" clause) shall not constitute the notification required by the first paragraph of this clause.

This procedure shall apply for each successive program year.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

NOTIFICATION: The contractor will be notified on or before **October 1** of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **December 1, 2004 through November 30, 2005** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing office, Washington, D.C. 20401.

Vouchers for each order must be signed by the Agency for approval. The contractor must mail/deliver one copy of itemized billing to John McKinnon, 185 ARW/SCBI, 2920 Headquarters Ave., Sioux City, Iowa 51111-1300 before submission to GPO for payment. At contractor's option, facsimile itemized billing information to (314) 241-4154.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a pamphlets requiring such operations as handling electronic media, film making, printing, binding, mailing, and delivery.

TITLE: BAT SCAN.

FREQUENCY OF ORDERS: Monthly.

QUANTITY: Approximately 1,600 copies per issue.

NUMBER OF PAGES: 8 or 12 pages, self cover.

TRIM SIZE: 216 x 279 mm (8 ½ x 11”).

GOVERNMENT TO FURNISH:

Electronic Media: Files will be supplied in PDF 4.0 and sent via e-mail.
Platform: IBM, Windows 95.

Visual will be provided of the furnished electronic files along with Print Order.

Note: Versions may be upgraded during the term of the contract.

89 mm (3 ½”) floppy disk with two files in MS Access database for mailing list of approximately 1,500 addresses. Addressees in each file will be in Zip Code order.

Facsimile Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished published files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to GPO. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

FILMS: Contractor has the option to make films or Computer To Plate (CTP) technology. If films are made, they may be destroyed 7 days after delivery of the finished product, except those ordered held for reuse in subsequent orders.

Screened prints and/or veloxes are unacceptable for the halftone illustrations. Halftone and color illustrations will be square finish, approximately 7 to 15 per issue up to the 127 x 178 mm (5 x 7") size. Line illustrations will constitute approximately 10% of printed space per issue computed over the life of the contract.

All halftones/illustrations are to be 120-line screen or finer for black ink only orders and 150-line screen for 4-color process orders.

PROOFS: No Proofs required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "*Government Paper Specification Standards No. 11*" dated February 1999.

All paper Used in each copy must be of a uniform shade.

Print Black ink only orders: White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Print 4-Color Process orders: White Dull Coated Offset Book, grammage 90 g/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A260.

PRINTING: Print head-to-head in black ink throughout, or 4-color process throughout.

MARGINS: Head 13 mm (½"), bind 13 mm (½").

BINDING: Each product must contain complete 4-page signature after trimming at a trim size 216 x 279 mm (8 ½ x 11"). Collate loose as a saddle stitch product with no stitches.

All pamphlets fold to 216 x 140 mm (8 ½ x 5 ½") with mailing indicia out and sealed with wafer seal(s) or tab(s). Contractor must conform with the U.S. Postal regulations in the Domestic Mail Manual for wafer seal requirements and placement.

MAILING: Single copies must be mailed as self-mailers.

LABELING: Affix a label to each copy mailed as self-mailer.

PACKING: Bulk copies pack in shipping container.

All reproduction copy and floppy disk(s) for any one order shall be wrapped in one package or inserted in a kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL) : These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address shown under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government- furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Mail f.o.b. contractor's city approximately 1,500 single copies of the Bat Scan.

Deliver f.o.b. destination balance to Public Affairs Officer, 185th Tactical Fighter Group, Iowa Air National Guard, Sergeant Bluff, IA 51110-1396.

Mailings to be made at the First Class, Presorted rate using contractor's permit number. Contractor must obtain all permits to enter the pamphlet into the postal system. Contractor must meet Postal regulations to verify addresses through NCOA (National Change of Address), verify 5-digit ZIP Code accuracy and for standardized format through PAVE (Presort Accuracy Validation and Evaluation).

Contractor to make duplicate address disk labeled, "Actual NCOA for Bat Scan" and date disk was made along with a hard copy list of new addresses to the address shown above. Contractor to also send along a copy of PAVE documentation.

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. A copy of the Postal Service form (or equivalent), with date and time stamped by the Post Office, will also be sent to address under "Distribution."

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all furnished materials must be returned to the address shown under "Distribution".

All expenses incidental to returning materials must be borne by the contractor.

Vouchers for each order must be signed by the Agency for approval. The contractor must mail/deliver one copy of itemized billing to John McKinnon, 185 ARW/SCBI, 2920 Headquarters Ave., Sioux City, Iowa 51111-1300 before submission to GPO for payment. At contractor's option, facsimile itemized billing information to (314) 241-4154.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. The Department will notify the contractor when furnished materials and print order are available for pickup.

Furnished material Must be picked up from and delivered to address shown under "Distribution".

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production, delivery at destination, and mailing must be made within 4 workdays after notification of availability of print order and furnished material. Proofs hold time is 1 workday.

If address disk is not provided prior to Print Order, two additional workdays will be added to the schedule. NCOA will be done by the contractor in July and January to meet this postal requirement.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

	(1)	(2)	
I.	A.(a)	8	128
	(b)	1	16
	B.(a)	1	16
	(b)	1	16
II.	(a)	31	
	(b)	170	

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed copies and f.o.b. destination for balance of copies.

SUBMISSION OF OFFERS AND EVALUATION: Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

1. COMPLETE PRODUCT: Prices offered shall include the Cost of all required materials and operations necessary for the complete production, labeling and mailing of the product listed in accordance with these specifications. See Item II. for additional charges.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 copies</u> (2)
A. Print in Black ink throughout:		
(a) 8 page issue per issue	\$	\$
(b) 12 page issue per issue	\$	\$
B. Print in 4-Color Process throughout:		
(a) 8 page issue per issue	\$	\$
(b) 12 page issue per issue	\$	\$

II. ADDITIONAL OPERATIONS:

- (a) Contractor to perform NCOA.....per 100 addresses\$
- (b) Self-mailersper 100 mailers.....\$

(Initials)

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

My production facilities are located within the assumed area of production..... ____ yes ____ no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carriers for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carriers for delivery of completed product..... _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____ ,

City _____ , State _____ , Zip Code _____

CONTRACTORS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1.

Contractor _____

(City - State)

Shipments will be made from: City _____ , State _____

By _____
(Signature and title of person authorized to sign this bid) (Date)

(Person to be contacted)

(Telephone Number)

(Contractor's Code No.)